



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
2250 STANLEY ROAD  
FORT SAM HOUSTON, TEXAS 78234-6100


IMSW-SMH-EEO

11 JUL 2006

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) and Affirmative Employment Plan Policy Letter

1. It is the policy of the US Army Medical Department Center and School and Fort Sam Houston that all decisions and actions affecting civilian employees and applicants for employment will be merit-based and free of discrimination because of race, color, religion, sex, national origin, reprisal, age (40 and over), or physical or mental disability.
2. As the Installation Commander, I am firmly committed, both personally and professionally, to the support and enforcement of EEO practices and principles. I expect all management personnel to incorporate the concept of EEO in their day-to-day personnel management practices and management/employee interactions. I will tolerate nothing less than full support of this policy.
3. Our objective is successful fulfillment of our mission, while continuing our commitment toward alleviating underrepresentation in affected categories. Managers and supervisors must proactively identify appropriate training, provide guidance toward excellence, objectively manage performance, and provide an environment that assures their employees' equitable treatment and equal opportunity for career development and advancement. These are critical leadership and performance elements.
4. Every effort should be made to resolve all EEO matters fairly and promptly, at the lowest possible level. The Fort Sam Houston Human Relations/Equal Employment Opportunity Office is located at 1400 Stanley Road, Building 142. The EEO staff is available to provide expert assistance in effecting such resolutions via facilitation, mediation and complaints procedures.
5. This policy will be posted on all official bulletin boards.

  
RUSSELL J. CZERW  
Major General, DC  
Commanding

DISTRIBUTION:

A